

Training and Quality Assurance Department Organization N7

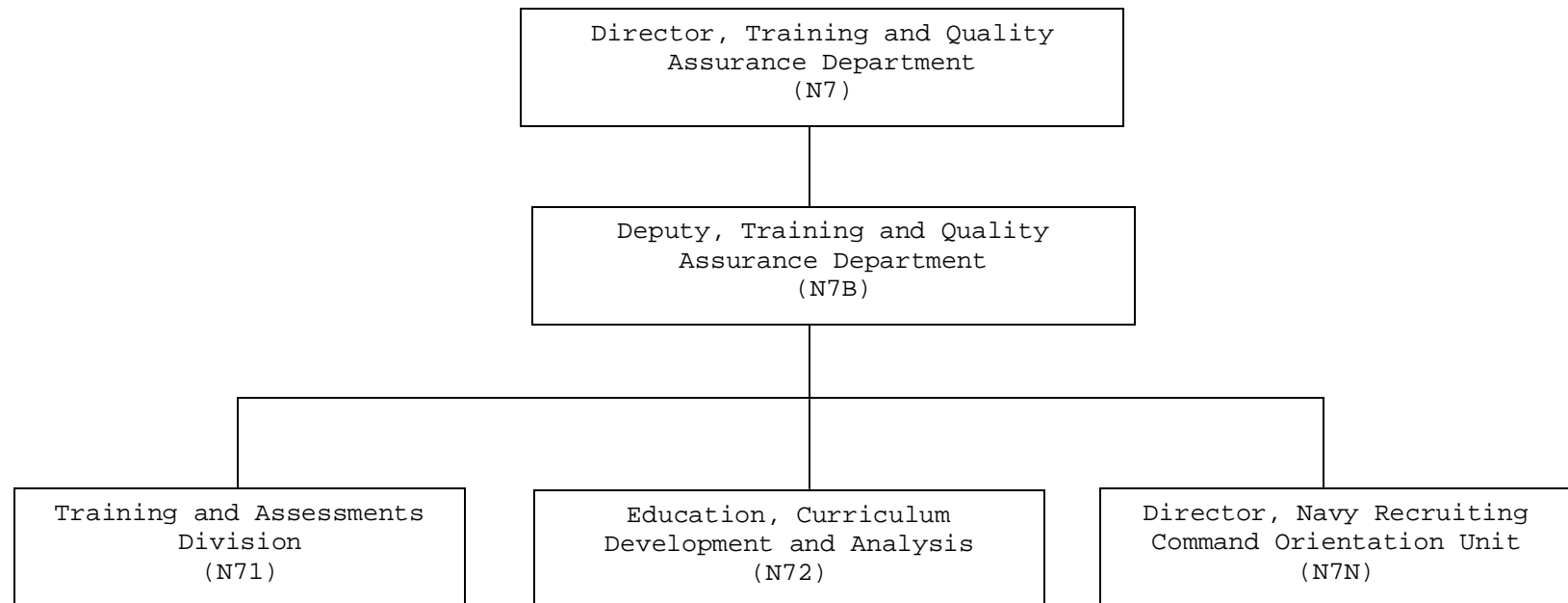


Chart VII

Chapter Seven

TRAINING AND QUALITY ASSURANCE DEPARTMENT

Organizational Relationship

DIRECTOR (N7)

Function. Plan, direct, control, and coordinate all recruiting orientation and follow-on/career recruiter training for officer and enlisted recruiters, supervisory, and support personnel assigned to the NAVCRUITCOM. Assist NAVCRUITCOM with the planning and development of recruiting training policy. Conduct scheduled quality assurance assessments, follow-up assessments, and technical assist visits. Develop training based on national trends.

Major Responsibilities

1. Develop, maintain, and continuously monitor a training curriculum.
2. Manage programs for the standardization of training across the recruiting continuum.
3. Plan, develop, implement, and evaluate the organization's training program.
4. Interpret and implement policies and training guidance received from higher echelons.
5. Advise the Commander on all matters concerning enlisted and officer programs training, particularly with respect to the degree of success attained by each program in meeting training objectives and the difficulties anticipated or experienced in the management or execution of training programs and policies.
6. Plan, develop, implement, and evaluate NAVCRUITCOM'S quality assurance assessment programs.
7. Develop, implement, and monitor the organization's mobile training team.

DEPUTY DIRECTOR
(N7B)

Function. Plan, develop, and implement the NAVCRUITCOM Training Program. Monitor all NAVCRUITCOM policy to ensure training policy is updated. Monitor NAVCRUITCOM training and assessment programs, and serve as a consultant and advisor to command personnel and Director, Training and Quality Assurance Department on training matters.

Major Responsibilities

1. Primary assistant to the Director, Training and Quality Assurance Department in monitoring the overall effectiveness of NAVCRUITCOM training and assessments programs. Based upon field observations, submit comments and recommendations to the Director, Training and Quality Assurance Department.
2. Function as N7 staff advisor and focal point for all matters pertaining to training and assessments.
3. Maintain close liaison with other components of N7 including the Director, Training and Assessments Division (N71), Director, Education, and Training Development and Analysis Division (N72), and Officer in Charge, Navy Recruiting Orientation Unit (NAVCRUITCOM ORIENT UNIT), Pensacola (N7N), in order to coordinate and execute work efforts and projects directed by the Director, Training and Quality Assurance Department.
4. Maintain close liaison with all NAVCRUITCOM Headquarters' staff codes and field activities (NAVCRUITREGs and NAVCRUITDISTs) to identify training requirements and provide recommendations to develop or revise training policy.
5. Provide special assistance on projects identified by the Director, Training and Quality Assurance Department (N7).
6. Develop inputs on budget and resource requirements in support of training and assessments.

TRAINING AND ASSESSMENTS DIVISION
(N71)

Function. Provide and conduct NAVCRUITDIST quality assurance assessments, follow-up assessments, and technical assist visits for enlisted recruiters, officer recruiters, and supervisory and support personnel assigned to NAVCRUITDISTs. Identify, document, and disseminate assessment trend data and best practices.

Provide and conduct field training for enlisted recruiters, officer recruiters, supervisory and support personnel assigned to NAVCRUITDISTs and NAVCRUITREGs. Assist Director, Training and Quality Assurance Department with the planning, development and implementation of recruiting training policy and assist in the development and implementation of training.

Major Responsibilities

1. Conduct scheduled quality assurance assessments of NAVCRUITDISTs at the direction of Director, Training and Quality Assurance Department and Commander, NAVCRUITCOM.
2. Conduct technical assist visits to NAVCRUITDISTs at the direction of Director, Training and Quality Assurance Department, and Commander, NAVCRUITCOM or at the request of the NAVCRUITREG Commander or NAVCRUITDIST Commanding Officer.
3. Identify, document, and disseminate assessment trend data discovered during command assessments to be used as a training aid for NAVCRUITCOM personnel.
4. Prepare and publish COMNAVCRUITCOMINST 5040.2 COMMAND INSPECTION PROGRAM. Develop and publish effective checklists, directives, and procedures in support of NAVCRUITCOM policy.
5. Prepare, submit, and execute budget to complete all mission requirements within budgetary guidelines.
6. Serve as course manager for the Enlisted Programs Officer II course of instruction.
7. Identify best practices used by field recruiting personnel and forward same to N72 and N7N for training and curriculum development.

8. Augment the National Training Team in the conduct of field training of NAVCRUITCOM field activities as directed by the Director, Training and Quality Assurance Department.
9. Augment the NAVCRUITCOM ORIENT UNIT (N7N) in the conduct of recruiter training as directed by the Director, Training and Quality Assurance Department.
10. Conduct visits to NAVCRUITDISTs and NAVCRUITREGs at the request of the NAVCRUITDIST Commanding Officer, NAVCRUITREG Commander or Director, Training and Quality Assurance Department to train incumbent recruiting personnel.
11. Assist NAVCRUITDIST and Headquarters staff with planning and conducting Recruiter in Charge Field Course, Zone Supervisor Field Course, training conferences, symposia, and professional development seminars.
12. Serve as Course Manager for PXO (SEWG), Logistics Support Officer, formal training courses, and other follow-on training courses conducted at HQ, NAVCRUITCOM.
13. Interpret, analyze, and advise the Director, Training and Quality Assurance Department on policies and training guidance received from higher echelons.
14. Provide lifecycle training plans for NAVCRUITCOM initiatives, which contain a training component. Develop, maintain, and distribute recruiting tools. Prepare budget submissions in support of lifecycle training plans and recruiter tools.
15. Assist with the preparation of COMNAVCRUITCOMINST 1500.4, TRAINING PROGRAM FOR NAVY RECRUITING COMMAND FIELD ACTIVITIES. Assist with development of effective training plans, training aids, and directives in support of NAVCRUITCOM policy.
16. Prepare and publish COMNAVCRUITCOMINST 1136.2, PERSONNEL QUALIFICATION STANDARDS (PQS). Revise standards to maintain currency with changes in recruiting policy.
17. Monitor training conducted throughout NAVCRUITCOM. Recommend changes in policy, resource allocation, plans, or training execution to the Director, Training and Quality Assurance Department.

18. Augment the National Assessments Team in the conduct of operational assessments of NAVCRUITDISTs as directed by the Director, Training and Quality Assurance Department.

EDUCATION, CURRICULUM DEVELOPMENT, AND ANALYSIS DIVISION
(N72)

Function. Provide education, curriculum development, and training analysis for NAVCRUITCOM recruiting force. Develop and conduct blended learning courses, e-training/learning and systems training for field recruiters, officer recruiters, supervisory, and support personnel assigned to NAVCRUITDISTs and NAVCRUITREGs. Assist with planning, development, and implementation of training policy.

Major Responsibilities

1. Conduct visits to NAVCRUITDISTs and NAVCRUITREGs at the request of the NAVCRUITDIST Commanding Officer, NAVCRUITREG Commander or Director, Training and Quality Assurance Department to train incumbent recruiting personnel.
2. Plan, develop, conduct, and manage blended learning and e-training curricula, training conferences, symposia, and professional development seminars.
3. Design and develop blended learning curriculum and repurpose existing N7 courses (e.g., PXO (SEWG), PCO, Logistics Support Officer, and formal training courses, other training courses conducted at NAVCRUITCOM HDQ and as directed by Director N7.
4. Conduct e-training for field recruiters, RinCs, Zone Supervisors, Assistant Chief Recruiters, Officer Programs Officers, Officer Programs, Education Specialists, and other subject matter experts such as Websteam and RTools.
5. Develop and maintain training continuum, field assessments, surveys, trend analysis, and lessons learned. Create and develop communication tools, such as, newsletters, instructions, and job aides for field recruiters.
6. Conduct statistical research and interpret, analyze, and advise the Director and Deputy, Training and Quality Assurance Department on output and impact on policies and training guidance.

7. Provide lifecycle training plans for NAVCRUITCOM initiatives, which contain a training component. Develop, maintain, and distribute recruiting tools. Prepare budget submissions in support of lifecycle training plans and recruiter tools.

8. Prepare and publish COMNAVCRUITCOMINST 1500.4, TRAINING PROGRAM FOR NAVY RECRUITING COMMAND FIELD ACTIVITIES. Develop and publish effective training plans, training aids, and directives in support of NAVCRUITCOM policy and as directed by Director N7.

9. Assist with preparation of COMNAVCRUITCOMINST 1136.2, PERSONNEL QUALIFICATION STANDARDS (PQS). Assist with revision of standards to maintain currency with changes in recruiting policy.

10. Monitor training conducted throughout NAVCRUITCOM. Recommend changes in policy, resource allocation, plans, or training execution to the Director, Training and Quality Assurance Department.

11. Augment the National Assessment Team in the conduct of operational assessments of NAVCRUITDISTs as directed by the Director, N7.

12. Prepare, submit, and execute budget to complete all mission requirements within budgetary guidelines.

DIRECTOR,
NAVY RECRUITING COMMAND ORIENTATION UNIT (N7N)

Function. Plan, direct, control, and coordinate initial recruiting orientation/training for USN and USNR officer and enlisted recruiters and support personnel assigned to recruiting duty. Provide the best-qualified individuals to NAVCRUITDISTs, NAVCRUITREGs, and NAVCRUITCOM Headquarters. Perform such other tasks and functions as directed by the Commander, NAVCRUITCOM and the Director of Training and Quality Assurance Department.

Major Responsibilities

1. Develop, maintain, and continuously monitor training curricula, keeping abreast of the latest policies, procedures, and requirements of NAVCRUITCOM.

2. Evaluate all forms of instructional media used and provide technical management expertise in support of the command's mission.
3. Administer a system of screening enlisted personnel assigned to recruiting duty to ensure they meet the screening requirements of MILPERSMAN Articles 1306-900 and 1306-964 upon arrival at NAVCRUITCOM ORIENT UNIT and leave as highly trained, qualified, and dedicated recruiters.
4. Continually evaluate officer and enlisted instructors in order to maintain the highest quality of instruction possible.
5. Maintain liaison with Commanding Officer, Naval Air Station, Pensacola, the local geographical area coordinator.
6. Provide briefings on recruiting duty and other recruiting related matters to fleet units and other Naval and civilian organizations.
7. Prepare and submit budgetary and personnel requirements to Director, Training and Quality Assurance Department. Maintain financial and budget records as prescribed by applicable NAVCOMPT and NAVCRUITCOM directives.
8. Provide field training and assistance to NAVCRUITCOM activities as directed by the Director of Training and Quality Assurance.
9. Ensure full and proper use of facilities and resources to accomplish mission, taking into account training, safety, and well being of assigned personnel.
10. Establish directives concerning local policy, procedures, funding, organization, staffing, facilities management, and efficiency of command operations at NAVCRUITCOM ORIENT UNIT.